



VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No.C1/Rect/CME/2016/1942
Dt.21 .03.2017.

To
The Chairmen,
All Major Ports.

Sir,

Sub: Filling up of the vacant post of Chief Mechanical Engineer (HoD) on scale of pay of Rs.51300–73000 (pre-revised scale Rs.20500-26500) of Visakhapatnam Port Trust on Deputation – Reg.

The post of Chief Mechanical Engineer on scale of pay of Rs.51300-73000 in the rank of Head of Department, in Visakhapatnam Port Trust, is to be filled up by Deputation method, Officers holding analogous posts or officers holding post of Chief Mechanical Engineer and equivalent post in the Mech & Elec. Engg. Dept. in the scale of pay of Rs.18500-23900 with 2 years Regular service in the grade or officers holding the post of Dy.Chief Mechanical Engineer and equivalent posts in the Mech & Elec.Engg.Dept in the scale of pay of Rs. 16000-20800 and above with 5 yrs regular service in the grade in Govt./ PSUs or Autonomous bodies will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "Very good" as per the Recruitment Rule (enclosed).

The names of the eligible and willing officers, who satisfy the provisions in the approved Recruitment Rules for the post of Chief Mechanical Engineer, may be forwarded together with their applications in the prescribed format (enclosed) along with the following documents to this Port Trust on or before 25.04.2017.

- 1) Copies of ACRs duly attested by an Officer not below the rank of Deputy HOD on each of the page of the ACR of the applicant for the last five years (up to March, 2016). If ACR for a particular year/period is not available, the certificate to that effect may be attached and the ACR of the preceding years for similar No. of years should be enclosed with the certificate indicating the reasons for non-availability of ACRs.
- 2) Statement showing the ACR gradings of the above ACR's
- 3) Attested copies of all certificates, as a proof of educational qualification, qualifying service/experience in the respective feeder post & pay scale wise.
- 4) No Objection Certificate of the Heads of the respective Port Trust/Organization.
- 5) An Undertaking of the applicant not to withdraw, if selected.
- 6) Vigilance/Administrative clearance of the concerned Port in the prescribed proforma as per Ministry's letter No.A12022/10/205-PE-I, dt.27.08.2010, duly filled in all respects.
- 7) Two latest passport size photographs (to insert/attach in an envelop)
- 8) The veracity of the university certificates and the recognition of the degree obtained by the applicant may be ensured and certified.

- 9) The concerned ports may clearly indicate the eligibility or non-eligibility position of each candidate duly mentioning the justifiable reason with documentary proof, in terms of the Ministry's letter No.I-26/25/2013-P.E-I, Dt.22.12.2016.
- 10) Certificate also to be given by the employer, as in the overleaf of the application format.

If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty along with necessary documents may be sent for forwarding to Government along with application.

The applications with all the required documents, received through proper channel, within the due date, will only be entertained. The applications received after the last date or without ACRs or otherwise incomplete or unsigned applications, applications without relevant documentary proof such as educational qualification certificates, experience, age proof, photos etc., will be summarily rejected without any communication to the candidate. Further, it is to inform that, the guidelines issued by the Ministry vide its letter No.A-12024/1/2010-PE-II, dt.04.07.2012 may be complied.

Advance application of the candidates will be considered only if their original application through proper channel reach V.P.T within 15 days, from date fixed for receipt of application.

It is informed that, if he/she selected to the post of Chief Mechanical Engineer (HoD) on scale of pay of Rs.51300 – 73000 (pre-revised scale Rs.20500-26500), in Mechanical & Electrical Engineering Department in Visakhapatnam Port Trust, under the Deputation Method of Recruitment will be governed by the Service Rules and Regulations in force as amended from time to time.

The Port reserves the right to cancel or make any alteration in the recruitment process, if need arises, without further notice and without assigning any reason thereof, changes, if any will be notified in Port's website only.

Last date to receive applications at Visakhapatnam Port Trust is 25.04.2017.

Yours faithfully,

Sd/-

SECRETARY

Encl: As above.



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PROFORMA

- | | | | |
|-----|---|---|--|
| 1. | Name of the Officer | : | |
| 2. | Date of Birth | : | |
| 3. | Present post held along with the details of earlier post held in chronological order. | : | |
| 4. | Whether belongs to SC/ST | : | |
| 5. | Present basic pay and pay scale of the post indicating detailed break-up of emoluments. | : | |
| 6. | Service to which the officer belong | : | |
| 7. | Educational qualifications | : | |
| 8. | Other qualifications | : | |
| 9. | Experience | : | |
| 10. | Date of retirement | : | |
| 11. | Address for communication with telephone number. | : | |
| 12. | Any other points he may desire to mention. | : | |

Place:
Date:

(SIGNATURE OF THE APPLICANT)

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the Officer are correct.
2. It is certified that no disciplinary / Vigilance case is pending or contemplated against the applicant and he / she is clear from the Vigilance angle.
3. His / her integrity is certified.
4. It is certified that no major / minor penalties have been imposed on the officer during the last 10 years (In terms of Ministry's letter No.A-12022/10/05-PE-E dt.01.02.2007, If any Major or Minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty along with necessary documents will have to be sent).
5. Attested copies of ACRs for the last five years (i.e., from 01.04.2011 to 31.03.2016) are enclosed.

SIGNATURE OF THE HEAD OF THE OFFICE
ALONG WITH THE OFFICE SEAL

**VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)**

EMPLOYMENT NOTICE No.02 /2017, Dt. 21 .03.2017.

SL. No.		
1.	Name of the Post	Chief Mechanical Engineer (HoD)
2.	No. of Posts	1 (One)
3.	Classification	Class – I
4.	Scale of Pay	Rs.20500-500-26500 (Revised scale of pay of Rs.51300-73000)
5.	Whether Selection or Non-selection	Selection
6.	Educational and Other qualifications prescribed for direct recruitment	<u>Essential:</u> (i) Degree or equivalent in Mechanical /Electrical /Electronics and communication Engineering/ Naval Architecture from a Recognised University / Institution or MOT 1ST class Motor Certificate issued under Merchant Shipping Act, 1958. (ii) Seventeen years experience in Managerial capacity dealing with Mech/Elec/Marine/Electronics Engineering works, out of which 10 yrs experience shall be in workshops, undertaking maintenance of cargo Handling equipment /Electrical installation /Ship repairs in any Major Port Trust /Industrial Commercial /Govt Undertaking.
7.	Whether (a) age (b) Educational qualifications (c) Experience for direct recruits will apply in the case of promotion / absorption / deputation	a) No b) Yes c) No
8.	Period of Probation (in years)	N.A.
9.	Method of Recruitment	Deputation.
10.	In case of recruitment by deputation, grades from which it should be made	For deputation, officers holding analogous posts or officers holding post of Chief Mechanical Engineer and equivalent post in the Mech & Elec Engg Dept in the scale of pay of Rs.18500-23900 with 2 years regular service in the grade or officers holding post of Dy.Chief Mechanical Engineer and equivalent posts in the Mech & Elec Engg Dept in the scale of pay of Rs.16000-20800 and above, with 5 years regular service in the grade in Govt/PSUs or Autonomous bodies will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below “Very good”

(Continued)

Other conditions:

1. The appointment will be on deputation on usual terms and conditions enclosed.
2. Applicants should furnish their bio-data as per the pro-forma enclosed through the Competent Authority of their Organisation.
3. Age limit for deputationist is not prescribed, but maximum age limit for an appointment made on deputation does not exceed 56 years on the closing date of application.
4. Applicants should furnish the duties & responsibilities and scales held by them in their existing post duly attested by the Competent Authority of their Organisation including Pay and DA pattern.
5. Organizations, which are forwarding the applications, should enclose ACRs for the last 5 years duly attested on the each page of the ACR of the applicants along with the clearance from Disciplinary/Vigilance angle.
6. If ACR of a particular year is not available, non-availability certificate must be sent duly sending the preceeding year ACR's.
7. No advance copies of application from the applicant will be accepted. Competent Authority of the respective Organisation must forward every application. Those applications, which are forwarded by the Competent Authority of the respective Organisation, will only be considered.
8. Incomplete applications and applications received after due date and applications which are not forwarded by the Competent Authority of respective Organisations will summarily be rejected. In such cases, no correspondence from the applicants shall be entertained.
9. The concerned organization may clearly indicate the eligibility or non-eligibility position of each candidate duly mentioning the justifiable reason with documentary proof.

In view of the above, interested Candidates may furnish their applications with full particulars of Name, Address, Date of Birth, Qualifications and Experience etc., as detailed in the pro-forma enclosed, with copies of Certificates duly attested should be sent through the Competent Authority of their Organisation to reach "THE SECRETARY VISAKHAPATNAM PORT TRUST, VISAKHAPATNAM -530035" on or before 25.04.2017.

The above information is available in Port Web site No. www.vizagport.com

Sd/-
SECRETARY

8. Educational Qualifications (Academic / Technical) :

Educational Qualifications	Board / University	Year of Passing	Percentage of Marks	Elective Subject

(Enclose copy of certificates)

9. Experience.

Name of the Organisation	Joining Date	Leaving Date	Duration			Designation
			Y	M	D	

(Enclose copy of certificates)

10. Name & Address of the Present Employer with contact no's (If any)

11. N O C submitted : YES / NO

12. VIGILANCE / ADMINISTRATIVE CLEARANCE : YES / NO

13. LANGUAGES KNOWN:

I do hereby declare that having understood contents given in the Advertisement, I submit the application and the information furnished is true and in case any of my declaration and documents attached herewith found to be un-true / bogus and if I am unable to produce relevant documents in support of the eligibility condition within stipulated time, my candidature may be cancelled at any stage of recruitment process. In the event that the any wrong statement is detected / noticed even after my appointment, I here by agree that my services are liable to be terminated without notice.

Dt. -03-2017.

SIGNATURE

RECRUITMENT RULES FOR CLASS I POSTS IN M & EE DEPARTMENT / VP.1.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
SIN	Name of the post	No. of posts	Class- location	Scale of pay (Rs.)	Whether selection or Non-Selection	Whether the benefit of added years of service is admissible under Rule-30 of CCS (Pension Rules) 1972	Upper age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) No. of candidates for direct recruit will apply in the case of promotion/absorption/ deputation	Period of probation (in years)	Method of recruitment (Whether by direct recruitment or by promotion/absorption/ deputation)	In case of promotion/ absorption / deputation grades from which it should be made	Remarks
1	Chief Mechanical Engineer (Category-I Ports)	01	Class-I	20,500-500-26,500	Selection	-	45 yrs	Essential: 1. Degree or equivalent in Mechanical/ Electrical/ Electronics/ Communication Engineering / Naval Architecture from a recognised University / Institution or MCI 1 st class Minor certificate issued under Merchant Shipping Act 1958. 2. Seventeen years experience in Managerial capacity / dealing with Mech / Elec/ Marine/ Electronics Engineering works, out of which 10 years experience shall be in workshops, undertaking maintenance of cargo handling equipment / Electrical installation / Ship repairs in any Major port Trust/ Industrial/ Commercial / Govt. undertaking.	(a) No (b) Yes (c) No	N/A	By absorption through composite method by taking which by deputation failing both by direct recruitment.	For absorption through composite method officers holding equivalent posts of the post of Chief Mechanical Engineer in Category II Ports with 2 years regular service in the grade of officers holding posts in the scale of pay of Rs. 17,500-22,700 with 4 years regular service in the grade of officers holding posts in the scale of pay of Rs. 16,000-20,300 with 5 years regular service in the grade in the Chief Mech. & Elec. Engg. Dept. and Marine Dept. (applicable to categories of Marine Engineers only) in a Major Port Trust will be eligible for deputation to officers holding analogous posts or officers holding post of Chief Mechanical Engineer and equivalent post in the Mech & Elec. Engg. Dept. in the scale of pay of Rs. 18,500-23,900 with 2 yrs regular service in the grade of officers holding post of Dy. Chief Mechanical Engineer and equivalent posts in the Mech & Elec. Engg. Dept. in the scale of pay of Rs. 16,000-20,100 and above with 3 yrs regular service in the grade in Govt./ PSU or Autonomous bodies will be eligible. The selection is by merit for which the bench mark in overall grading in the ACRs will not be below 'Very good'	

TERMS AND CONDITIONS OF DEPUTATION OF THE POST OF
CHIEF MECHANICAL ENGINEER (HoD), MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT,
VISAKHAPATNAM PORT TRUST.

1. PERIOD OF DEPUTATION

The period of deputation will be of 3 (three) years from the date of taking overcharge of the post subject to curtailment / extension.

2. PAY & Allowances

During the period of deputation Shri/Smt _____ will have the option either to get his/her pay fixed in the scale of Rs.20500-500-26500 (revised scale of Rs.51300-73000) attached to the post of Chief Mechanical Engineer (HoD) in Visakhapatnam Port Trust under the normal rules or the pay attached to the post held by him in his/her parent department viz., _____ plus Deputation (duty) Allowance in accordance with and subject to the conditions as modified from time to time and such general or special orders issued by the Ministry of Shipping in this regard.

3. DEARNESS ALLOWANCE

Shri/Smt _____ will be entitled to dearness allowance under the rules of the parent Department/ Organization or under the rules of Visakhapatnam Port Trust according as he/she retains his/her scale of pay under the parent Department/ Organization or he/she draws pay in the scale attached to the post under the Visakhapatnam Port Trust.

4. JOINING TIME PAY AND TRANSFER T. A.

He/She will be entitled to TA and joining time both on joining the post in Visakhapatnam Port Trust and on reversion there-from to his/her parent Department/ Organization under the rules of Visakhapatnam Port Trust. The expenditure on this account will be borne by the Visakhapatnam Port Trust.

4 (A) T. A. FOR JOURNEY ON DUTY DURING THE PERIOD OF DEPUTATION. To be regulated under rules of the Visakhapatnam Port Trust.

5. LOCAL ALLOWANCES LIKE COMPENSATORY (CITY ALLOWANCE & HRA):

To be regulated under the rules of Visakhapatnam Port Trust. He/She is not entitled to HRA in case he/she is provided VPT Residential Accommodation.

6. LEAVE AND PENSION

During the period of deputation, he/she will continue to be governed by the leave, pension, Rules of the parent Department/ Organization of applicable to him before his deputation to Visakhapatnam Port Trust. The Visakhapatnam Port Trust shall pay the Leave Salary and Pension Contribution to his/her parent Department/ Organization in respect of his/her period of deputation in accordance with the orders issued by the Government under F. R. 116 within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end financial year. The Leave Salary and Pension contribution shall be paid at the rates intimated by the parent Department/ Organization. The leave salary in respect of the leave availed during deputation period shall be borne by the parent Department/ Organization.

(Continued)

7. PROVIDENT FUND BENEFITS

During the period of deputation he/she will be governed by the rules of parent Department/ Organization. The Visakhapatnam Port Trust will deduct the subscription by contribution on this account from his/her pay and allowances and remit it to the parent Department/ Organization.

8. MEDICAL ATTENDANCE & TREATMENT

The deputationist will be entitled to Medical Attendance & Treatment facilities under the rules of Visakhapatnam Port Trust.

9. RESIDENTIAL ACCOMMODATION

He/She will be entitled to residential accommodation according to the rules of Visakhapatnam Port Trust, when residential accommodation is provided by the Visakhapatnam Port Trust, he/she will have to pay rent to the Visakhapatnam Port Trust as per the Regulations of VPT plus additional charges for Water and Electricity etc., as per the rules of Visakhapatnam Port Trust.

10. CHILDREN'S EDUCATIONAL ALLOWANCE & REIMBURSEMENT OF TUITION FEE

The deputationist will be eligible to claim CEA & Reimbursement of Tuition fee in respect of his/her children under the Visakhapatnam Port Trust Regulations subject to the fulfillment of the conditions prescribed therefore from time to time. He/She cannot claim both the concessions in respect of the same child. If the deputationist opts Ports scale, he is not entitled to the above allowance, as the same was the part of CAFETERIA allowance.

11. LEAVE TRAVEL CONCESSION:

The Visakhapatnam Port Trust shall allow and bear the expenditure on account of LTC as admissible to him/her under the Visakhapatnam Port Trust (LTC/Home Town) Regulations. If the deputationist opts Ports scale, he is not entitled to LTC, as the said allowance was the part of CAFETERIA allowance.

12. INSURANCE SCHEME:

The Visakhapatnam Port Trust will deduct the contribution on this account from his/her pay and Allowance and remit it to parent Department/ Organization.

13. RESIDUARY MATTER:

All matters relating to the conditions of service not covered by the paras 1 to 12 above will be governed by the rules and orders applicable to him/her in parent Department/ Organization.